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RULES

OF THE

SCHOOL COMMITTEE

AND

REGULATIONS

FOR THE

PUBLIC SCHOOLS

OF THE

TOWN OF FRANKLIN, MASS.,

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RULES OF THE SCHOOL COMMITTEE.

CHAPTER I.

ORGANIZATION.

SECTION 1. The School Committee of Franklin shall organize annually on the Thursday following the March town meeting.

SECT. 2. The organization shall be as follows:

(1.) A chairman shall be chosen by ballot from the elected members of the board.

(2.) A secretary shall be elected by ballot.

(3.) A superintendent of schools shall be chosen by ballot at the regular meeting in June.

(4.) The following committees shall be appointed by nomination, subject to the approval of the board: a committee on rules and regulations; a committee on repairs; a committee on fuel; a committee on books and supplies; a committee on drawing; a committee on music; and an auditing committee. The first-named member of each committee shall be its chairman.

CHAPTER II.

DUTIES OF OFFICERS AND COMMITTEES.

Chairman.

SECTION 1. The chairman shall preside at all meetings of the board. All diplomas given in the high school shall be signed by the committee and presented by the chairman to the graduates.

Secretary.

SECT. 2. The secretary shall keep a record of all the proceedings of the board; he shall keep on file in his office all reports, communications, papers and documents relating to the business of the board, and a list of every text-book in use in the schools.

SECT. 3. He shall promptly notify all absent committees of the reference of any matter to them, and furnish them with all papers, copies of orders, or other matters included in such reference or properly connected with it; he shall notify teachers of their election, and shall act as the corresponding agent of the board, preserving copies of the correspondence.

SECT. 4. He shall keep a full and accurate account of all receipts and disbursements, and furnish a monthly statement of the same to the committee, with a statement of the amounts of the various appropriations expended and unexpended; and shall prepare and distribute the regular pay-rolls.

Superintendent.

SECT. 5. The superintendent shall be the advisory and executive officer of the board; shall make himself familiar with the condition and needs of all the schools by thorough and careful personal inspection and examination; shall give to the board any information, suggestion or advice regarding the same that he deems necessary; shall see to the adoption and enforcement in the schools of all orders, rules and regulations of the board; and shall endeavor to secure discipline, harmony and the successful conduct of the schools in the manner prescribed by the board.

It shall be his duty to report to the special committee any want of ability, qualification or faithfulness of a teacher that is not promptly corrected upon his suggestion.

SECT. 6. He shall at proper times hold meetings of teachers for a discussion of the details and methods of school work; shall, with their co-operation and assistance, provide for regular examinations of the schools, and, when needed, shall aid and advise the teachers in any matter relating to their school duties.

SECT. 7. He shall receive and classify the reports of the several schools and shall keep them on file. He shall keep himself informed of the condition of the school build-

ings and furniture, and of all matters affecting the health or convenience of teachers and pupils, and shall make such suggestions concerning them as he may think proper. He shall aid the board in the selection of teachers, shall keep a list of applicants, and shall give such information as he can regarding their qualifications. He shall aid the committee in the selection of janitors, and shall be responsible to committee for the faithful discharge of their duties as laid down in the rules and regulations for janitors. He shall make an annual report to be published with the report of the board. He shall attend all meetings of the board whenever he has business to present, or whenever he shall be required so to do by the board.

Committees.

SECT. 8. Each committee shall inform himself of the condition of the schools under his charge.

SECT. 9. The committee on rules and regulations shall consider and report in writing upon every proposition to repeal or amend the rules or regulations, or to establish any new rule or regulation.

SECT. 10. The committee on supplies shall have the charge and direction of the purchase and distribution of all books, stationery and other supplies for the schools; it shall also have charge of all printing authorized by the board.

SECT. 11. All bills and accounts of the school department shall be brought in at the monthly meeting of the school board for its approval. The auditing committee shall examine and audit the accounts of the school committee at least yearly.

SECT. 12. The committee on repairs shall have charge, on the part of this board, of the school buildings, their repairs, heating and ventilation, and shall consider and report upon all propositions for the building, alteration or repairs thereof.

SECT. 13. The committee on drawing and music shall have the charge and supervision of these branches, and shall recommend all special teachers therefor.

CHAPTER III.

MEETINGS.

SECTION 1. The board shall meet on the Thursday following the March town meeting in each year, and also on the first Thursday of each month; all meetings to be at half-past seven o'clock P. M., and at the committee room unless otherwise provided by the board.

SECT. 2. At the regular meeting in June in each year the board shall appoint teachers for all the schools, and a superintendent of schools for the ensuing school year, and fix their compensation; the vote on appointment of teachers to be *viva voce* unless otherwise ordered by the board.

Conduct of Meetings.

SECT. 3. At each regular meeting, after organization, the order of proceedings shall be as follows:—

- (1.) Reading the record of the last meeting.
- (2.) Nomination and confirmation of teachers.
- (3.) Report of the superintendent.
- (4.) Reports of standing committees.
- (5.) Reports of special committees.
- (6.) Unfinished business.
- (7.) New business.

SECT. 4. At special meetings, after the reading of the record of the preceding meeting, the business for which the meeting was called shall be in order; and no other subject shall be considered thereat unless by vote of a majority of all the members of the board. At adjourned meetings, after the reading of the record, the board may at once take up the subject under consideration at the time of adjournment if it shall so elect.

SECT. 5. At the request of one member the vote upon any question shall be by count, and in cases of decided difference of opinion, entered upon the record.

SECT. 6. No action of the board shall be reconsidered

at a subsequent meeting except by a vote of a majority of all the members of the board.

SECT. 7. Motions to adjourn, to lay on the table, to take from the table, and for the previous question, shall be decided without debate.

SECT. 8. At the request of any member any motion offered shall be put in writing before it is voted on, except those mentioned in section nine.

SECT. 9. Any of the rules or regulations may be suspended at any meeting until the next meeting, or for a less time, by a vote of a majority of all the members of the board.

SECT. 10. The conduct of meetings and of the business of the board shall be in accordance with the laws of the State and the rules of parliamentary practice as laid down in Cushing's Manual.

SECT. 11. The rules and regulations may be amended or repealed at any meeting by a vote of a majority of the whole board, provided notice shall have been given of such proposed action at a previous meeting, and the subject shall have been referred to the committee on rules and regulations.

SECT. 12. No expenditure of money shall be made unless authorized by a two-thirds vote of the members present and voting.

CHAPTER IV.

SALARIES OF TEACHERS.

SECTION 1. At the regular meeting in June of each year, teachers shall be appointed for the ensuing school year, subject to the right of the board to dismiss at any time it may think proper.

SECT. 2. The salaries of teachers shall be fixed at the time of their appointment.

SECT. 3. Substitutes shall be paid at the rate of seventy-five per cent. of the salary of the teachers in whose places they serve.

or they shall be paid at such rate as Committee may determine.

REGULATIONS FOR THE PUBLIC SCHOOLS.

CHAPTER I.

THE SCHOOL YEAR, SESSIONS, ETC.

SECTION 1. The school year shall begin on the Tuesday after the first Monday of September and continue forty weeks for high and high grammar grades, and thirty-six for all other grades.

SECT. 2. There shall be a suspension of school every Saturday, every day observed as a legal holiday, and the day after Thanksgiving. In any emergency, if it is impracticable to call a special meeting of the board, the chairman may close all the schools for a day, and, in case of very stormy weather, the superintendent may suspend any or all of the schools for a part or the whole of a day.

SECT. 3. The high school shall have one session beginning at 8.30 A. M. and closing at 1 P. M. The grammar and primary schools shall have two sessions each day: a morning session from 9 to 11.45, and an afternoon session from 1.15 to 3.45.

SECT. 4. All the school-rooms shall be open, and the teachers shall be present at least fifteen minutes before the beginning of each session. No pupil shall be admitted before the time stated unless the teacher is present.

SECT. 5. The morning session in each room shall open with appropriate Scripture readings and the Lord's Prayer.

SECT. 6. New classes shall be formed only at the beginning of the school year.

CHAPTER II.

TEACHERS.

Discipline.

SECTION 1. All teachers shall, according to the requirements of the laws of the State, "exert their best endeavors

to impress on the minds of children and youth committed to their care and instruction, the principles of piety and justice, and a sacred regard for truth; love of country, humanity, and universal benevolence; sobriety, industry and frugality; chastity, moderation and temperance; and those other virtues which are the ornament of human society, and the basis on which a republican constitution is founded."

SECT. 2. All teachers shall respect the rules, regulations and requirements of the board transmitted through the superintendent, and shall co-operate cordially with him and with each other in the conduct of the schools and the maintenance of good order therein.

SECT. 3. Teachers shall maintain discipline by reasonable and proper means, resorting to corporal punishment only in extreme cases. They shall make a record of all such cases, specifying the pupil's name and age, the date and nature of the offence, and the date, mode and severity of the punishment. Any matter of discipline may be referred to the superintendent, and, if deemed necessary, a written report shall be sent to the pupil's parent or guardian.

SECT. 4. The superintendent may, for cause, suspend a pupil for one school day, and, with the consent of the committee, for a longer period, not exceeding one month; provided, that in every suspension for more than one day, written notice of the cause thereof shall be sent to the pupil's parent or guardian. The committee shall have power to continue the suspension, and the board may finally expel the pupil.

Records.

SECT. 5. Every teacher shall keep a register of the enrollment, attendance, and other required statistics of the class or classes in his or her charge, upon blanks to be provided for that purpose, which shall be returned monthly to the superintendent.

Supplies.

SECT. 6. The books and stationery used, and the studies pursued, shall be such, and such only, as the board author-

izes. No teacher shall require or advise any pupil to purchase, for use in the schools, any book, pamphlet or publication.

SECT. 7. Each teacher shall make requisition on the superintendent for all text-books, stationery, supplies and other articles needed for the schools under his charge; and shall see to the reception, proper care, and distribution of the same.

Care of Buildings.

SECT. 8. The principal of each building shall exercise a general oversight of the buildings in his charge as to heating, ventilation, and other matters affecting the health or comfort of the pupils therein; and may require the janitor to render such services in connection therewith as seem necessary.

Miscellaneous.

SECT. 9. No teacher shall allow any public notices or advertisements to be given in the schools, or any books, tracts or publications to be exhibited therein, or any person not connected with the schools to address or instruct the pupils on any subject, without the consent of the superintendent given to the teacher personally or in writing.

SECT. 10. The superintendent may grant permission to a teacher to be absent one day in each term to visit schools for improvement in professional work, and shall require a written report of the same.

SECT. 11. Any teacher intending to resign shall give the superintendent four weeks' notice of such intention.

CHAPTER III.

PUPILS.

Classification.

SECTION 1. All pupils in attendance upon the public schools shall be classified in thirteen grades according to their qualifications; the first, second and third grades consti-

tuting the primary section; the fourth and fifth, intermediate; sixth and seventh, sub-grammar; eighth and ninth, high grammar section; and the tenth, eleventh, twelfth and thirteenth the high school section.

Examinations and Promotions.

SECT. 2. Regular examinations shall be held by all teachers, under the direction of the superintendent, to test the progress of pupils in the studies previously pursued, and a record thereof shall be kept to aid in determining the right to promotion.

SECT. 3. Promotions from one grade to the next higher shall be made only at the beginning of the school year, provided that in exceptional cases in the grammar, intermediate and primary grades, promotions may be made at other times, under the direction of the superintendent, subject to the approval of the committee.

SECT. 4. In making promotions the work and deportment of the pupil during the year, as well as the test examinations, shall be considered, but no pupil shall be promoted unless he has an average of at least sixty-five and not less than fifty per cent. in any one study. If his rank falls below fifty in any two studies, he must repeat the year's work. In the high seventy per cent. in each study shall be required for promotion.

SECT. 5. Pupils who have been two years in a grade, and who have been regular in their attendance and faithful in their work, may, on recommendation of their teachers and of the superintendent, with the approval of the committee, be advanced to the next grade without having reached the required standing.

SECT. 6. The full course in the primary, intermediate and grammar schools shall be nine years, and promotions to the high school shall be made at the end of the ninth year only, except in case of pupils who are recommended for promotion by the teachers of the school which they attend and

by the superintendent, including especially those who wish to take the college course.

SECT. 7. At the end of the school year teachers shall send to the superintendent a list of pupils in their schools who are entitled to promotion, and the superintendent shall transmit a copy of the same to the school board for reference.

SECT. 8. Those pupils who satisfactorily complete the prescribed course of studies in the high school shall receive diplomas signed by the principal and the committee.

CHAPTER IV.

PUPILS.

Admission.

SECTION 1. All children over five years of age, residing within the limits of the town of Franklin, are entitled to attend school in the district where they reside, or to attend the high school, if qualified. Children from outside the town limits, if qualified, may, by permission of the committee or superintendent, attend the schools of Franklin by paying tuition, at the rate of \$21.00 per year for the high and \$10.00 per year for other grades.

SECT. 2. No child shall be admitted as a pupil in any school until a physician's certificate, or other satisfactory evidence, has been furnished the teacher that the child has been vaccinated, or otherwise secured against small-pox. Any pupil who has been exposed to small-pox, diphtheria or scarlet-fever, shall be excluded from school, for the time being, by the teacher, and the fact shall be reported at once to the superintendent or to the committee; and such pupil shall not be re-admitted until satisfactory evidence is furnished that all danger of contagion is passed.

SECT. 3. No pupil shall change from any grade without permission of the superintendent, nor shall a pupil, without change of residence, change from a school of one district to that of another without permission of the superintendent.

SECT. 4. Whenever a pupil, by change of residence, is transferred from one school to another, he shall present to the teacher of the school which he enters a certificate from the teacher of the school which he leaves, indicating his grade, record of attendance, and class standing.

SECT. 5. Every pupil must come to school cleanly in person and dress, and with clothing in proper repair. In case of neglect in this matter, it shall be the duty of the teacher to send such pupil home to be properly prepared for school.

Attendance.

SECT. 6. Pupils shall be required to attend school regularly and punctually. In every case of absence, or tardiness, or request for dismissal during school hours, the pupil shall furnish to the teacher, in writing or otherwise, a satisfactory excuse from parent or guardian, except in case of sickness or sudden emergency. And a record of absence occasioned by tardiness and dismissal shall be kept by the teacher and included in the monthly report of attendance.

SECT. 7. Whenever a pupil is absent from school without proper excuse, the teacher shall investigate the case, communicating with parent or guardian when practicable, and, in case of continued absence, shall report the same to the superintendent.

SECT. 8. Teachers shall, as far as practicable, have general oversight of their pupils while going to and from school.

CHAPTER V.

JANITORS' RULES.

They shall sweep the floors of their respective buildings, the stairs, entries and corridors, at least twice a week, or as often as may be required to keep them in a neat and cleanly condition.

They shall dust the chairs, desks and other furniture of the buildings daily; the windows and blinds at least once a

week, and the walls and ceilings every vacation They shall remove all chalk-dust from the chalk-troughs once a week.

They shall inspect closets daily, and be responsible for keeping them and their surroundings neat and clean.

They shall wash the ink-wells at the close of every term, the floors and windows as often as possible.

They shall keep the basements or wood-sheds in a neat and orderly condition, and remove all ashes as directed.

They shall see that the rooms are properly warmed, and endeavor to keep the temperature of each room at required standard at all times during school session.

They shall keep the yard and grounds about the buildings free from weeds and waste matter of all kinds, keep side-walk and cross-walk clean, care for trees, remove marks and other defacement from buildings and fences, and in all cases strive to keep the buildings and their surroundings in a clean and healthful condition.

They shall remove snow and ice from door-steps, and keep in a good condition the paths leading to school-house and out-buildings. They shall keep any ice on steps, paths or sidewalks covered with sand or ashes.

Janitors who are employed for their entire time shall keep the furniture fastened and repaired, and make all minor alterations and repairs required. They shall spend all the time in or about the buildings under their charge, remain during the noon hour until some one of the teachers has returned before going to their dinner.

They shall attend to official errands for the master or superintendent, and shall perform such other duties as may be required of them, not inconsistent with the duties herein prescribed.

They shall perform such other duties as the committee may from time to time prescribe.

The superintendent of schools shall see that the janitors comply with these regulations.

Adopted Jan. 3, 1895.

CHAPTER VI.

DUTIES OF TRUANT OFFICERS.

1. The truant officers shall be under the control and direction of the superintendent, and shall report for service at such time and place as he may designate.

2. They shall co-operate with the teachers and superintendent to secure the uniform attendance upon the schools of all children of school age not otherwise under instruction, and in all ways within their power to supplement the discipline of the schools.

3. They shall diligently seek out truants and absentees who have been reported to them, and shall prosecute such cases as the school committee may direct.

4. They shall also make to the superintendent detailed reports of their work upon blanks furnished for the purpose, which reports shall be submitted to the board whenever required.

EDWARD C. ABBOTT.
REBECCA M. FARNUM.
MARY A. WIGGIN.
CHARLES KINGSLEY.
FRANCES E. KING.
J. HERBERT BAKER.

School Committee for the year 1894-5.

The School Committee of Franklin, at a meeting held May 8, 1896, voted (in the manner provided by Sect. 2, of Chapter 3,) to repeal the whole of Chapters 1 and 4 and Sect. 10 of Chapter 2, and Sections 1 and 2 of Chapter 3. Also voted to amend Sect. 2 of Chapter 2 of the Rules and Regulations then in use and adopt the following articles in lieu of them.

FRANCES EDDY KING,
J. HERBERT BAKER.

AMENDMENTS TO RULES AND REGULATIONS.

CHAPTER I.

ORGANIZATION.

SECTION 1. The School Committee of Franklin shall meet and organize annually on the Thursday following the March town meeting; and shall also meet on the first Thursday of each month thereafter: all meetings to be at half-past seven o'clock P. M. at the committee rooms in the Horace Mann school house, unless otherwise directed by the board.

SECT. 2. The organization shall be as follows:

(1.) A chairman shall be chosen by ballot from the members of the board.

(2.) A secretary shall be elected by ballot.

(3.) Such standing committees as the board may deem advisable shall be elected at the time of organization.

(4.) Special meetings of the board shall be called by the secretary when requested in writing by the chairman or any two or more members of the committee, stating definitely the business to be brought before them.

CHAPTER II.

SECTION 2. He shall also notify each member of the board and the superintendent of all meetings, either through the post-office or by personal delivery, at least twenty-four hours previously.

SECT. 10. The superintendent of schools shall have the charge and direction of the purchase and distribution of all such books, stationery and other supplies for the use of the schools as have been previously directed by a vote of the committee; he shall also have charge of all printing authorized by the board.

CHAPTER III.

SECTION 1. At the regular meeting in June of each year the board shall by a majority vote of all its members select and contract with its teachers and appoint a superintendent of schools for the ensuing school year, as far as possible, and fix their compensation and salaries; but any vacancy not filled at that time, or which may occur during the year by reason of resignation or otherwise, may be filled in the same way at any regular meeting, or at any special meeting called for the purpose.

SECT. 2. Substitute teachers, if employed for more than one week, shall be appointed and qualified in the same manner as regular ones, and shall receive such compensation as the committee may determine.

